

## **BANNER SIGN PERMIT SUBMITTAL REQUIREMENTS**

Planning Division

Revised: March 26, 2012

All banner signs to be located within the City of Brentwood must be reviewed by the Community Development Department to determine conformance with the City's sign regulations and/or approved Master Sign Program. There is no fee associated with banner sign permits.

### **Banner Sign Permits for Business Establishments**

Section 17.640.007(B) of the Brentwood Municipal Code provides for banner signs used by establishments, which are defined as follows:

*"Establishment" means any legal use of land, other than long-term residential, which involves the use of structures subject to the Building Code. By way of example and not limitation, this definition includes businesses, factories, farms, schools, hospitals, hotels and motels, offices and libraries, but does not include single-family homes, mobile homes, residential apartments, residential care facilities, or residential condominiums. Multi-unit housing developments are considered establishments during the time of construction; individual units are not within the meaning of establishment, however, once a certificate of occupancy has been issued or once a full-time residency begins.*

These banner signs will be approved provided that the following standards are adhered to:

1. Only one banner sign is allowed at any one time, per establishment.
2. The banner sign shall be on the same site as the sponsoring establishment.
3. Unless allowed by Chapter 17.645 of the Brentwood Municipal Code, the banner sign shall not be mounted on or project into the public right-of-way.
4. The banner sign shall be displayed for a maximum of four time periods each calendar year; each period may run not more than 30 consecutive days; after each display period, no successive banner sign may be displayed for at least 60 calendar days.
5. The banner sign shall not exceed 50 square feet or 10% of the building face, whichever is greater.
6. The banner sign shall not be illuminated.
7. The banner sign shall be securely fastened on all sides to a permanent on-site structure, such as a building, fence or wall.
8. The banner sign shall be constructed of durable and weatherproof materials, such as vinyl or woven nylon, and shall be continuously maintained in good condition.

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### **Banner Sign Permits for Community Events**

Section 17.645.008(B) of the Brentwood Municipal Code provides for banner signs on public property used to advertise community events such as parades, festivals, charitable or educational fundraisers, sports league sign-ups, holiday home tours and similar events, provided that the following standards are adhered to:

1. Signs on public property shall be limited to the following locations:
  - a. The northwest and southeast corners of the Sand Creek Road and Fairview Avenue intersection.
  - b. The southwest and southeast corners of the Sand Creek Road and O'Hara Avenue intersection.
  - c. The northeast corner of Dainty Avenue and Central Boulevard.
  - d. Within 50 feet of the southwest corner of Chestnut Street and Sellers Avenue.
2. No more than four signs per event shall be allowed, with no more than one sign at each location.
3. Signs shall not be placed more than 30 days in advance of the event and shall be removed no later than five days after the conclusion of the event.
4. Individual signs shall not exceed an area of 32 square feet.
5. Signs shall be non-illuminated, and shall not include reflective materials.
6. Signs shall be securely fastened on all sides to an on-site structure such as a building, fence or wall.
7. Signs shall be constructed of durable and weatherproof materials, including but not limited to vinyl and woven nylon, and shall be continuously maintained in good condition.
8. Signs shall only advertise events that are to take place within the Brentwood city limits, or that are sponsored by or raise funding for organizations located within the Brentwood city limits.

Processing Time: One (1) day.

Procedure: No application will be accepted for processing until the information listed below is submitted to the satisfaction of the Community Development Department:

- One (1) copy of the completed application
- One (1) copy of banner reduction, drawn to scale, indicating:
  - Dimensions of the proposed sign(s) – height, width, area, etc.
  - Sign text
  - Colors and materials description
- One (1) copy of a site plan, drawn to scale, indicating:
  - Location of proposed banner sign(s)
  - Description of how and where sign(s) will be attached



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Applicant:	For Staff Use Only:
Contact Name: _____	File No.: _____
Address: _____	Date Received: _____
_____	Installation Date: _____
Telephone No.: _____	Removal Date: _____
Fax No./Email _____	Reviewed By: _____
Site Location: _____	APN: _____

  

BANNER SIGN PERMIT
➤ Proposed Project Name: _____
➤ Location/Address: _____
_____
➤ Banner Description: _____
_____
➤ Banner Dimensions: _____
➤ Installation Date of Banner: _____
➤ Removal Date of Banner: _____

I, \_\_\_\_\_, property owner, do hereby authorize the applicant, \_\_\_\_\_, as my official representative in all matters relating to this application.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

### CERTIFICATION:

I hereby certify that the statements furnished above, and in the attached exhibits, present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge. I have read the requirements and understand that the banner can only be present for 30 days.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

For: \_\_\_\_\_

Notify via: ☐ U.S. Mail ☐ Fax ☐ E-mail ☐ Phone